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Spec. Asst. (Admin.) to DD/I Diary

Thursday, 5 February 1953

1. Requested that the Office of Personnel give priority handling to the needs of the O/SI production staff for additional clerical support. Personnel will make an effort to assign as soon as possible 2 or 3 additional clerk-typists or stenographers to aid in completing material for reproduction.

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2. [redacted] discussed with me informally his concern over certain employees who are taking external courses at CIA expense. He stated that the employees in question had not accepted the proper responsibility in connection therewith, including failure to take courses for credit, and failure to secure refunds when the course was dropped. I assured him that I will discuss the problem with O/RR.

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3. Requested of both [redacted] that I be permitted to participate in the preliminary planning of the steps to be taken to reply to the Budget Director's request for a review of the Agency's budget. I advised them that I felt it was most important that we carefully determine in advance exactly what was required of our offices in order that misunderstandings and unnecessary work might be avoided.

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4. Briefed [redacted] on the Germany trip, including participation with him in a discussion with [redacted] who has just arrived on TDY from the Scientific Detachment [redacted]

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